

CONFIDENTIAL*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Management Officer, CIA

FROM : Personnel Officer, CIA

SUBJECT: T/O Revision

DATE: 21 March 1949

As a result of the classification survey and in accordance with our conversation concerning this matter, the following T/O revisions are recommended, and these changes are being concurred in by the Budget Officer.

1. Fiscal Branch

- ✓ (a) It is recommended that the title of the Overt Branch be changed to Fiscal Branch, inasmuch as the operations of this Branch are devoted entirely to fiscal matters.
- ✓ (b) That the organizational title of the Chief, Overt Branch, be changed to Chief, Fiscal Branch.
- ✓ (c) That the title of the Miscellaneous Vouchers Division be changed to Claims Division, inasmuch as the operations of this Division are concerned with the handling of claims.
- ✓ (d) That the title of the Payroll and Leave Division be changed to Payroll Division.
- ✓ (e) That the current functions (other than War Bond activities) and personnel of the Retirement and War Bonds Section and the Leave Section be combined in one section, i.e., the Retirement and Leave Section, inasmuch as the operations pertaining to U.S. Savings Bonds have been absorbed by the Payroll Preparation Section. That one Fiscal Audit Clerk CAF-3 slot be redesignated as File Clerk and transferred from the Retirement and Leave Section to the Office of the Chief, Payroll Division, in order that the correct organizational location of this position may be shown.
- ✓ (f) That one Fiscal Audit Clerk CAF-5 slot be redesignated as Clerk and transferred from the Fiscal Processing Division to the Office of the Chief, Fiscal Branch, in order that the correct organizational location of this position may be shown.

2. Confidential Funds Branch

- ✓ (a) It is recommended that the title of the Covert Branch be changed to Confidential Funds Branch and that organizational titles of positions be changed accordingly.

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3. Budget Branch

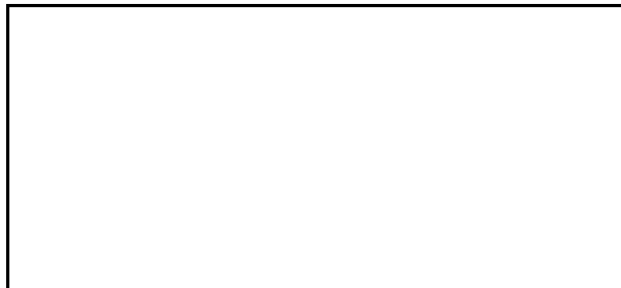
✓ (a) It is recommended that the position of Assistant Chief, Budget Branch, be redesignated as Chief, Budget Branch.

4. Office of the Budget Officer

✓ (a) Classification survey of the vacant position of secretary to the Budget Officer has resulted in the determination that there have been no changes in the proposed duties of this position which would warrant reclassification from CAF-6 to CAF-5. This position is currently allocated at CAF-6 level. Budgetary approval is requested in order that this position may be retained at its current grade level.

The Classification Division will furnish any information required by your office with reference to the above recommendations.

CONCURRED:



Budget Officer

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MMc:jcp

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